

## G6. Layout of Written Work

All children at Eaton Square Schools, however young are taught the importance of taking pride in their work. In all Nursery Schools and in all areas of the EYFS curriculum, presentation is encouraged, congratulated and rewarded. Writing, and illustrations should be to the best ability of the child.

Eaton Square School provides stationery for all students. All of the Nursery School children have a profile.

In the main school students are taught the importance of taking pride in their book work. In all classes and all areas of the curriculum, neat presentation is encouraged, congratulated and rewarded. Handwriting, diagrams and illustrations should be neat and to the best ability of the child. Clear guidance is provided in Key Stage One and independence is encouraged in Key Stage Two.

Eaton Square School provides stationery for all students. There are particular exercise books for different subjects and this information is provided on the door of each stationery cupboard.

All written work should:

- Start on a fresh page, or underneath a line that has been ruled off.
- Have a straight margin to the left.
- Have the date written on the right hand side on the top line and underlined in the same colour **with a ruler**.
- The short form of the date should be written in Mathematics / Science. The long form should be used in all other subjects.
- Have a title/ Learning Objective on the second line down in the centre and underlined in the same colour.
- Have a blank line between the title and the work.
- Use the margin for numbers/letters of questions.
- Leave a line between paragraphs and indent up to Year 4. From Year 5 a line need not be left between paragraphs.
- Finish without ruling off, so that the marker's comments are not separated from the work.
- From Key Stage Two upwards, children shall rule their own work and margins and in Key Stage One where capable.

Handwriting should:

- Be in one colour using blue ink or pencil.
- Aim for uniformity in size, shape, slope and space (see Handwriting Policy in the English Curriculum).
- Follow the lines of the exercise book.

- Mistakes should be neatly crossed through with one line. Tipp-ex or any other correcting fluid is not to be used. Erasers are permitted, but children are encouraged to keep their thoughts flowing without the distraction of rubbing out.
- Students should aim for the correct posture.
- Pencil is to be used for all handwriting until Year Four. Fountain pen (LAMY recommended to parents) with washable ink is to be introduced from Year Four upwards. Pencil is to be used in Mathematics books and never pen. **Ball point pen is never to be used.**
- Diagrams in subjects such as Science and Geography are to be done in Pencil.
- Colouring pencils should be used for colouring in books, with felt pens being left for use on a work sheet or paper.
- From Transition, the development of a linked script is encouraged by teaching the letter formation and from Year one upwards this includes a tail, or flick. We aim to develop a joined up style by the end of Key Stage One. Students develop a more individual style during Key Stage Two.

**All teachers are to encourage high standards and the use of the correct implements and correct posture. Sloppy presentation is discouraged and poorly formed or illegible handwriting will be monitored. Work can be rewritten in order to improve presentation.**

**This is also applicable and just as important when pupils are writing in their Homework Diaries.**

Information regarding children with poor motor control is to be circulated during staff meetings, so that all staff can provide assistance.

<b>Authorised by</b>	Trish Watt – Head
<b>Date</b>	September 2022
<b>Next Review Date</b>	September 2023